

**Gila County Community Development Division
Planning & Zoning Department**

1400 E. Ash Street, Globe, AZ 85501
(928) 425-3231 EXT 8513 or 8514 FAX (928)425-0829

or

608 E. Highway 260, Payson, AZ 85541
928-474-0829, FAX 928-474-0802

**VARIANCE APPLICATION FORM
BOARD OF ADJUSTMENT AND APPEALS**

Date:_____ Case File No.:_____

Applicant Name:_____ Phone No.:_____

Mailing Address:_____

Signature:_____

Owner's Name:_____ Phone No.:_____

Mailing Address:_____

Signature:_____

(If the applicant is not the owner of the subject property, the owner must sign the application authorizing the applicant to apply.)

Property Address:_____

Property Parcel No.:_____ Legal Description:_____

Zoning of Property:_____

Applicant's Description of Variance Request:_____

Applicant's Justification for a Variance:_____

Attach a reproducible 8 ½" x 11" plot plan (see attached example plot plan), showing: scale; north arrow; all lot dimensions; adjacent streets and names; all existing and proposed buildings and structures, driveways, alleys, easements, water and utility services, septic tanks and leach fields, fences, and drainage ditches; significant trees and vegetation; and, extreme topographical conditions. Show all dimensions of existing and proposed buildings and structures, and distances between buildings. Label property lines (i.e. front, rear, side) and show the dimensions of the setbacks. Show the proposed feature which is the subject of the variance request.

FOR OFFICE USE ONLY

\$150 fee received: Check No._____ Cash:_____ Date:_____

Inspector's Report and Pictures Done:_____

Date of Legal Publication:_____ Posting Date:_____

Hearing Date:_____ Approved:_____ Denied:_____ Appealed:_____

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VARIANCE PROCEDURES

Building site setbacks and other property development standards are defined by the Zoning Ordinance. A request for a variance is a request to modify these development standards and requirements for a particular lot or parcel under special circumstances only. These special circumstances relate to the applicant's property not the person. Examples of special circumstances are extreme topographic conditions such as a property that has a steep grade which makes a part of the site unbuildable, or adhering to the setback requirements would cause an unnecessary destruction of significant vegetation.

A variance may be granted only where there are special circumstances applicable to the subject property. A personal hardship does not justify a variance. A variance is not granted for a hardship which has been intentionally created. The need for an "adequate financial return" is not a legitimate reason for a variance. Please note that because a person applies for a variance does not necessarily mean the variance will be approved. The request for a variance must meet the special circumstances for granting a variance while preserving the general intent and purposes of the Zoning Ordinance. It is recommended that you discuss your request with Gila County Staff before you apply.

To apply for a variance the following need to be submitted:

- 1 A non-refundable application fee of \$150.00.
- 2 A completed application form.
- 3 A reproducible 8½" x 11" to scale plot plan containing the items outlined on the application form. (See attached example plot plan)

The decision to approve or deny a variance is made at a public hearing by the Board of Adjustments and Appeals. Gila County Staff will write a staff report and make a recommendation on the variance request to the Board of Adjustment and Appeals. At least 15 days before this public hearing a notice of the request is sent to the applicant and adjacent property owners, the hearing date is advertised in the paper, and the subject property is posted with a notice of the hearing. The applicant must attend the meeting to present their view and to answer any comments or questions regarding their request. If the variance is granted, the applicant may apply for a building permit. An appeal to the Board of Adjustment's decision must be submitted within 30 days of the decision, and must be made to the Superior Court.